
ASSESSMENT AND ASSOCIATED REGULATIONS

ASSESSMENT REGULATIONS

1 COURSEWORK

1.1 Allocation of Marks between Coursework and Final Examination

The award of a grade shall take into account performance in coursework and examination, or coursework only without any final examination for a course approved by Senate to be assessed in that manner. The final examination and the work assessed during the semester shall each constitute not less than 40% and not more than 60% of the allocation of marks upon which the final grade is based.

1.2 Deadline for the Submission of Student Coursework

- (a) Students shall submit for marking the requirements of a course that form part of the continuous assessment process according to deadlines prescribed by the Course Coordinator not later than the last day of lectures for that semester.
- (b) This deadline shall also apply to courses that are assessed entirely by coursework.
- (c) In no circumstance, students to submit any coursework after the last day of lectures for that semester, but may, in exceptional cases, be granted by the Head of School until up to the following extended deadlines:
 - (i) Pre-degree and Undergraduate Coursework Elements by the Director of the College of Foundation Studies or Head of School until the day before the published date of that semester's Assessment meeting
 - (ii) Postgraduate Coursework Elements by Head of School until the end of week before the enrolment week for the following semester.

1.3 Minimum Requirement for Courses

- (a) Students may be required to attain a specified minimum standard of performance and participation (that shall be communicated to each student at the beginning of each course) in the continuous assessment and/or at the final examination.
- (b) A student who fails to attain the specified minimum standard of performance and participation mentioned in Clause 1.3(a) shall be awarded a fail grade mentioned in Clause 7.1, notwithstanding the fact that that student may have total marks for the continuous assessment and final examination which are equal to or greater than the pass mark.
- (c) A student who fails to attain the specified minimum standard of performance and participation mentioned in Clause 1.3(a) shall not be considered for a Restricted Pass under Assessment Regulation 7.
- (d) Science Laboratory Attendance

Attendance at laboratory classes is compulsory. Students who fail to complete at least 75% of the practical requirements (including laboratory work) of a course shall be awarded a fail grade notwithstanding the fact that the student may have total marks for the continuous assessment and final examination which are equal to or greater than the pass mark.



- (e) Attendance in Tutorial and Computer Laboratories
 - (i) To pass any course where tutorials and/or computer laboratories are required, students must attend at least 60% of these to be eligible to pass the course. Students who do not meet the 60% minimum requirement will fail the course under Clause 1.3 (b).
 - (ii) Students with valid extenuating circumstances for non-compliance must receive written approval from the Head of School for exemption from this regulation.
 - (iii) This regulation normally applies to face-to-face students.
 - (iv) Attendance in satellite tutorials and online discussion will be encouraged and monitored separately.

1.4 Publication of Coursework Marks

Total and itemised continuous assessment marks shall be published after Friday of Week 14 and before the beginning of the examination week so that students can check that the marks for each item have been correctly included and that the lecturer has calculated the total coursework mark correctly.

1.5 Conduct of Tests for Print Courses

- (a) Tests for Print courses shall:
 - (i) be not less than one hour and not more than two hours in duration
 - (ii) be conducted no earlier than week five and no later than week eleven of the semester
 - (iii) start at 4pm Tuesdays to Fridays (Fiji time)
 - (iv) be provided to Student Administrative Services at least four full weeks before the scheduled test date
- (b) A Print course shall not have more than two tests per semester.

2 ORGANISATION OF EXAMINATIONS

- 2.1 The examinations conducted by the University shall comprise such written, oral and practical examinations as the examiners, with the approval of Senate, may determine. All examination papers shall be moderated.
- 2.2 Teaching staff shall meet in their disciplines to assess the final examination papers (including those for special examinations and for flexi-school courses) for standards and coverage before they are sent to Student Administrative Services.
- 2.3 The examinations shall be held at the places and times specified in the examination timetables published by the authority of Senate, provided that no examinations shall be held on religious public holidays.
- 2.4 No student shall be examined in any course or part of a course at any time other than that set down in the timetable except with the permission of the Deans.
- 2.5 Students shall take the examination in the presence of a duly appointed supervisor.
- 2.6 An open book examination is a final examination in which students may bring into and use in the examination room specified textbooks and/or other course materials with the approval of the Dean. The approval of the Dean shall normally be obtained before a course that is partly assessed by an open book examination is taught.
- 2.7 The examination scripts shall be marked by the examiners who, after taking into consideration work done in the course by the student during the semester, shall report



the percentage mark and grade for the course as a whole for approval by the Faculty Assessment Board.

- 2.8 The scripts of students shall be stored securely by the examiners for a period of nine months.

3 MODERATION OF EXAMINATION PAPERS

- (a) The examination paper will undergo the moderation process.

The Heads of Schools/ Unit will moderate the paper and processes to ensure that the questions are fair, at an appropriate level and test the specific required learning outcomes of the course.

During this process course coordinators are expected to produce the following:

1. Exam papers;
2. Course outline;
3. Detailed solutions for the questions; and
4. Detailed marking scheme.

The School/ Unit Board is required to ensure that the following occur:

- Look at a sample of papers from the mean, top and bottom marks against the marking scheme to ensure that marking was fair;
- Find out from the markers if there were questions that majority of students did poorly in and see why this might have been so;
- Discuss possible reasons for either high or low failure rates;
- Any extra assistance provided by the course coordinators and the effectiveness of this;
- A brief report of this for each course be brought to the Assessment meeting with the results; and
- Consider all borderline cases in adherence to clause 7.2 of these Regulations.

4 EXAMINATION OF STUDENTS WITH DISABILITIES

- 4.1 Students with a profound visual impairment:

- (a) shall sit their examinations in rooms separate from other students, and
- (b) may use Braille typewriters or other approved enabling technologies and
- (c) shall be allowed an additional 30 minutes writing time for each one hour examination time, and
- (d) may be provided assistance to complete parts of answer sheets that they cannot fill in unassisted, such as multiple choice questions.

- 4.2 The guidelines for the preparation of an examination question paper for a course in which a reader of Braille is registered are that:

- (a) a secure electronic copy of the examination question paper shall be provided to the Vice-Chancellor or delegate or nominee, who shall arrange for its translation into Braille.
- (b) University staff approved by the Vice-Chancellor or delegate or nominee shall supervise the translation of the examination question paper into Braille.



- (c) the examination question paper that has been translated into Braille shall be kept in safe custody by Student Administrative Services Assessment Section until the time of the examination.
- 4.3 Answering of examination questions by a reader of Braille shall be as follows:
 - (a) Where the examiner requires the answers to be written on the question paper or on special stationery such as a multiple choice answer sheet, an amanuensis shall write the answers given by the student.
 - (b) Where the examiner requires the answers to be written in a standard answer booklet, the student shall instead use a Braille typewriter or computer to do so.
- 4.4 The Braille answer scripts shall be handled as follows:
 - (a) The student's answer script shall be collected by the examination supervisor and forwarded to Student Administrative Services.
 - (b) The answers shall be translated into ordinary print by a person under the supervision of University staff approved by the Vice-Chancellor or delegate or nominee.
- 4.5 A student with profound visual impairment or other disability may use an amanuensis (writer) with the permission of the Vice Chancellor or delegate or nominee.
- 4.6 For a student with any other type of physical impairment that may adversely affect his/her performance under ordinary examination conditions, examination procedures shall be determined by the Vice-Chancellor or delegate or nominee.

5 CONDUCT IN EXAMINATION ROOMS

- 5.1 Students shall obey all written examination instructions issued prior to or during an examination, and shall immediately obey all oral instructions of an examination supervisor.
- 5.2 No student shall have in an examination venue any written or printed material, any electronic or computing device capable of storing material, or any device that is capable of transmitting, storing or receiving messages, except:
 - (a) where the written or printed matter has been authorised by the examiner of the course; and/or
 - (b) where the use of the electronic calculator has been authorised by an examiner.
- 5.3 No student shall enter the examination room later than 45 minutes after the beginning of the examination, nor leave the room before one hour has elapsed from the beginning of the examination, nor leave the room during the last 15 minutes of the examination.
- 5.4 No student shall be readmitted to an examination room after they have left it unless during the full period of their absence they have been under approved supervision.
- 5.5 Students may read their examination papers for a period of not more than 10 minutes before the examination commences but may not begin writing their answers until the room supervisor announces that they may do so.
- 5.6 Students shall display their USP student identification cards or any other form of acceptable identification on their examination desks.
- 5.7 No student shall communicate with any other person (apart from an examination supervisor) in the examination room, nor copy or attempt to copy from another student's answers. A student wishing to communicate with an examination supervisor shall raise their hand and shall communicate as quietly as possible.
- 5.8 No student may, in the examination room, smoke or consume food or drink (other than water from a non-spill container).



- 5.9 No student may continue writing an answer after the exam supervisor has announced the expiration of time. In no circumstances may any time over and above the time allotted to any paper be allowed to a student for reading over scripts or making any amendment or addition to scripts.
- 5.10 After an examination, no student shall communicate with an examiner in regard to an examination except through the Vice-Chancellor or delegate or nominee.
- 5.11 Where an examination supervisor or other competent authority has reasonable grounds to believe a student has broken any of the Assessment Regulations or examination rules or disobeyed a lawful examination instruction or has been guilty of other dishonest practice or misconduct with respect to an examination, that student shall be liable to:
- be denied admission or re-admission to the examination room: and/or
 - have any illicit material and/or devices confiscated by the exam supervisor for the duration of the examination: and.
 - have their partially-completed script confiscated and be given a fresh answer booklet: and/or
 - be required to move to a different desk: and/or
 - be required, at the end of the examination, to accompany the exam supervisor to the office of the Vice-Chancellor or delegate or nominee; and
 - be reported to the Vice-Chancellor or delegate or nominee.
- 5.12 Where an examination supervisor or competent authority has taken any of the actions in Clause 5.11, the alleged offender shall be dealt with by the Student Discipline Committee.

6 APPLICATION FOR AEGROTAT PASS, COMPASSIONATE PASS OR SPECIAL EXAMINATION

- 6.1 Students who are prevented from sitting the final examination through no fault of their own, or consider that their performance in the final examination will be or was seriously impaired, may make application to the Dean for consideration for the award of an Aegrotat Pass, Compassionate Pass, or to sit a special examination.
- 6.2 The application shall be made on the prescribed form, as soon as possible, and normally prior to the examination or no less than one week after the examination period. The application shall be supported by such evidence as the as the University requires.

6.3 Application for Aegrotat Pass

- Students who will be or were prevented by illness or injury from presenting themselves at the final examination, or who consider that their performance in the examination will be or was seriously impaired by illness or injury, may apply for an Aegrotat Pass.
- An Aegrotat Pass shall be given with the approval of the Faculty Assessment Board under the following conditions:
 - that the student furnish the Faculty Assessment Board with a medical certificate from a registered medical practitioner (at the major campuses, normally the University Medical Officer), along with the completed application for Aegrotat Pass form stating
 - the nature of the illness or injury in sufficient detail and in a form suitable for submission in cases of doubt, to another medical referee;



- the date that the medical practitioner examined the student; and
 - that in the medical practitioner's opinion the student was unable through illness or injury to sit the examination and/or that the student's performance in the examination was likely to have been seriously impaired by illness or injury and that the student was not responsible for the said disability;
- (ii) that the student achieve in the coursework a mark equivalent to a grade of at least a B; and
 - (iii) that the quality of any work that the student had completed in the affected examination, plus work in examinations not affected by illness or injury, be taken into account; and
 - (iv) that at major campuses, where the registered medical practitioner referred to in (i) above was not the University Medical Officer, that Officer be consulted as soon after as possible.
- (c) The Chair of the Academic Programmes Committee may approve cases where a student's coursework mark is lower than a grade of B (as required in (b) (ii) above) if this is recommended by the Faculty Assessment Board.
 - (d) In considering applications under this regulation it shall also be permissible to take into consideration the effect on the students' performance during the semester of any illness or injury.

6.4 Application for Compassionate Pass

- (a) Students who will be or were prevented from sitting the final examination by exceptional circumstances beyond their control and other than their own illness or injury, or who consider that their performance in the examination will be or was seriously impaired by the same circumstances may apply for a Compassionate Pass.
- (b) A compassionate pass shall be given with the approval of the Faculty Assessment Board under the same conditions (with the necessary changes) as those in Clauses 6.3 (b) (ii), (iii) and (c).
- (c) In considering applications for a Compassionate Pass, it shall be permissible to take into consideration the effect on the student's performance during the semester of any exceptional circumstances beyond the control of the student.
- (d) The Chair of the Academic Programmes Committee may approve cases where a student's coursework mark is lower than a grade of B (as required in (b) (ii) above) if this is recommended by the Faculty Assessment Board.

6.5 Special Examination

- (a) Approval may be granted by a Faculty Assessment Board for a student to sit a special examination in the following cases:
 - (i) if the student applies to sit a special examination rather than be considered for the award of an Aegrotat or Compassionate Pass, subject to compliance with the same conditions (with necessary changes) as those in Clauses 6.3(b) (ii), (check with previous years) (iii), 6.3(c), 6.4(b), 6.4(c); or
 - (ii) if the Faculty Assessment Board, on the recommendation of the Coordinator or lecturer of the course concerned, requires the student to sit such an examination notwithstanding the fact that the student may be eligible for the award of an Aegrotat Pass or Compassionate Pass.



- (b) Where a special examination is approved for a student, the Coordinator or lecturer of the course shall set a new examination paper ensuring that the questions and problems in the new examination paper are different from but comparable to those used in the scheduled final examination.
- (c) Where a student sits a special examination under the provision of Clauses 6.5(a)(i) or 6.5(a)(ii), that student shall not be considered subsequently for an Aegrotat or Compassionate Pass in that course in that semester.
- (d) Where a student sits a special examination under the provision of Clause 6.5(a)(i) above, an examination fee shall be paid by the student before the examination is arranged.
- (e) There shall be no examination fee if the student sits a special examination under the provision of Clause 6.5(a)(ii) above.
- (f) The final assessment of students sitting a special examination shall be based on both coursework and examination and shall be graded.
- (g) If a student is permitted to sit a special examination, the Dean in consultation with the Student Administrative Services shall decide the time and place of the examination.
- (h) Where special examinations are required for students who have acquired a minimum of a 'B' grade in their coursework, this could be arranged either within the semester or the next time examinations are held. Students can sit the normal examination for any such course if it is offered in that Semester.

7 CONFIRMATION OF GRADES

7.1 Grading System

- (a) The following grading system will be used by all faculties in awarding final grades for academic performance in a course:

Pass grades

Grade	Percentage (%)	Description
A+	85+	Pass with Distinction
A	78-84	Pass with Distinction
B+	71-77	Pass with Credit
B	64-70	Pass with Credit
C+	57-63	Pass
C	50-56	Pass

Other Pass Grades

R	Restricted Pass
Aeg	Aegrotat Pass
Comp	Compassionate
Pas	Pass or Competent
S	Satisfactory

Note: Pas and S are used in circumstances where graded passes are inappropriate such as in postgraduate thesis and Professional Diploma in Legal Practice



Fail Grades

Grade	Percentage (%)	Description
D	40-49	Work below the standard required for a pass. This grade will also be awarded for failure to meet course minimum requirement
E	40 (less than)	Very weak performance or failure to complete to the satisfaction of the examiner such practical, field or other work as may be prescribed
NC		Not completed
NV		Null and Void: This is awarded for plagiarism or dishonest practice
U		Unsatisfactory
Fail		Not Competent

Note: Fail and U correspond with Pass and S above respectively.

Provisional Results:

I	Incomplete
IP	In Progress
SE	Special Exam Granted

- (b) Students shall be awarded an Aegrotat or Compassionate Pass if they satisfy the conditions prescribed in Clauses 6.3 or 6.4 of these Regulations respectively.
- (c) Students may be awarded a Restricted Pass if they satisfy the conditions prescribed in Clause 8.
- (d) Students who have been granted an extension of time past the last day of lectures to complete work required for the final assessment of their course shall be awarded the provisional grade of I (Incomplete) for an undergraduate or postgraduate course assessed by coursework, or IP (In progress) for a Supervised Research Project or thesis for a Master's degree or a thesis for a PhD degree. At the end of the period of extension the Faculty Assessment Board shall determine a final grade.
- (e) Students who have not submitted their master's or PhD thesis or Supervised Research Project by the end of the maximum period of candidature prescribed in the regulations shall be awarded the grade of NC (Not completed).

7.2 Double Marking of Borderline Cases

The following procedures, which shall be completed before the Faculty Assessment Board, shall be followed in the case of students who have failed a course by not more than 2% (borderline cases):

- (a) The initial marker of the course shall review all borderline cases.
- (b) If, as a result of the review by the initial marker, the student's grade has not changed to a pass grade the Head of School shall appoint another lecturer (appointed reviewer) from within the same school or department to review the cases.
- (c) If, as a result of the review by the appointed reviewer, the student's grade has changed the appointed reviewer shall confer with the initial marker before the Head of School approves the change in the marks.



- (d) In a case where the Head of School is the initial marker, the next most senior person in the school or department shall approve the final mark.

7.3 Assessment Meetings

There shall be, for each school, an Assessment Meeting which the Head of School shall chair and which all Course Coordinators as appropriate shall attend. The Assessment Meeting or the Chair in between meetings, shall, for all credit courses offered by that School:

- (a) consider for approval final results (coursework, cut-off points, distribution of grades, etc.) and the award of appropriate grades, including the reconsideration of course grades;
- (b) consider for approval the award of Aegrotat and Compassionate Passes in accordance with Clauses 6.3 and 6.4 (relating to cases where the coursework of a student is at least a 'B' grade);
- (c) consider for approval applications for special examinations in accordance with Clause 6.5;
- (d) make recommendations about the award of Restricted Passes;
- (e) make recommendations about the award of Aegrotat and Compassionate Passes, and for special examinations in accordance with Clauses 6.3, 6.4, and 6.5 of these Regulations (relating to cases where students' coursework grades are below B grade) to the Faculty Assessment Board.

7.4 Responsibilities of the Chair of the Faculty Assessment Board

The Chair of the Faculty Assessment Board shall:

- (a) consider recommendations from the School Assessment Meeting for award of Aegrotat and Compassionate Passes, and for special examinations in accordance with Clauses 6.3, 6.4, and 6.5 of these Regulations (relating to cases where students' coursework grades are below B grade);
- (b) consider recommendations from the School Assessment Meeting for award of Restricted Passes.

7.5 Responsibilities of the Chair of the Academic Programmes Committee

The Chair of the APC is responsible for overseeing the academic progress to graduation of students undertaking award programmes.

7.6 Notification of Students' Results

Official notification of the grades as approved by the Faculty Assessment Board, shall be issued to each student by the Student Administrative Services within three (3) working days. Course Coordinators will also be required to submit their assessment online in Moodle.

8 RESTRICTED PASS FOR A COMPLETING STUDENT

8.1 A Restricted Pass for a failed course shall be awarded to a potentially graduating student who has passed in their final semester all but one of the courses required for the programme, provided that:

- (a) the total marks for the failed course are within 5% of the pass mark; and
- (b) the student has met the specified minimum standard of performance and participation (as mentioned in Clause 1.3 (c) of these Regulations).



- 8.2 A Restricted Pass in a course shall not entitle a student:
- (a) to register for any course for which that course is a prerequisite; or
 - (b) to be awarded a credit transfer for that course.
- 8.3 A student granted a Restricted Pass may re-register for the same course under a different programme or Unclassified Studies) in an attempt to obtain a higher grade.

9 RECONSIDERATION OF COURSE GRADES

- 9.1 Students may have their grade for any course reconsidered, normally by a lecturer other than the original marker, or where this is not practicable, by the Head of the relevant School.
- 9.2 Applications for reconsideration of course grades shall be sent by the student on the prescribed form to the Vice-Chancellor or delegate or nominee within four weeks of the date of official release of the particular course result in the case of on-campus courses and within eight weeks in the case of distance and flexible learning courses.
- 9.3 Applications for reconsideration of course grades shall be accompanied by the prescribed fee. The fee for reconsideration of a course grade shall be returned to the student if, as a result of the reconsideration, the grade for the course is raised.
- 9.4 Reconsideration of a course grade shall include:
- (a) a careful check that the total examination mark has been accurately transcribed within the weightings (% coursework vs %final examination) previously established by the examiner;
 - (b) a careful check that each examination question and part question was read by the marker and given an appropriate mark;
 - (c) a careful remarking of each examination question and part question;
 - (d) a careful check that the coursework mark has been accurately transcribed within the weightings previously established by the examiner; and
 - (e) a careful computation of the marks awarded for all coursework.

10 COMPLETION OF PROGRAMME AND GRADUATION

- 10.1 Students who wish to be considered for an upcoming graduation ceremony must fill in the Completion of Programme form and submit it to Student Administrative Services or their Campus Administration Office by the dates stipulated by the University.
- 10.2 Completion of Programme forms will be assessed by Student Administrative Services against the programme requirements listed in the relevant Handbook and Calendar.
- 10.3 For credit transfers awarded from an outside institute, students must provide this information together with their Completion of Programme form to Student Administrative Services for consideration in consultation with the Faculties.
- 10.4 If a student is exempt from a course requirement including a substitution by another course, this Substitution/Exemption approval must be approved by the Faculty Dean and given to Student Administrative Services when the student enrolls for that substituted course. This must be done during the course of their study.
- 10.5 Students will be informed of the status of their application via written (or email) communication from Student Administrative Services or their Campus Administration Office.



- 10.6 After receiving approval to graduate, students must ensure that all fees and penal liabilities (financial, accommodation, disciplinary, etc.) are cleared.
- 10.7 Graduands will receive their certificate/testamur and one free copy of their official transcript at their approved graduation ceremony. Those who graduate in absentia can collect their certificate and transcript within a week following the graduation ceremony. Otherwise the certificates will be mailed to them.
- 10.8 The certificate/testamur will only be awarded once and is not normally reprinted if lost or damaged after it has been presented to the graduands.

11 RELIEF OF ACADEMIC HARDSHIP REGULATIONS

- 11.1 Relief of Academic Hardship may be granted by the Chair of Academic Programmes Committee where a student has shown:
 - (a) that because of a documented misinterpretation by an authorised member of the University staff of a university statute or regulation relating to programme requirements, the courses they had completed were not in accordance with the regulations governing that programme, and hardship would be caused if the student were compelled to comply with the full requirements of the regulations; or
 - (b) that because of a documented error on the part of the University (such as loss of an examination script or assignment, the receipt of which had been recorded by an employee or agent of the university) a student's marks did not accurately reflect their total academic performance causing hardship.
- 11.2 The decisions in all cases considered under this regulation, regardless of whether relief was granted or declined, shall be reported to Academic Programmes Committee.

